

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
PATIENTS RIGHTS BUREAU

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

INTERMEDIATE CLERK

The Patients' Rights Bureau Division is seeking a highly motivated, reliable, and productive individual to join our support staff team located at DMH Headquarters. The Patients' Rights Bureau is responsible for advocating for the rights of the mentally ill which includes older adults as well as minors.

EXAMPLES OF DUTIES

- Assign advocates' daily probable cause hearing schedules and notify each one by fax or phone on Friday's and fills in when other support staff is absent.
- Mail out grievance forms to our consumers
- Keep track of and enter data regarding materials sent
- Assist with phone coverage as needed.
- Faxing
- Photocopying
- Distribute and obtain signatures for cell phone invoices and submit to Accounting once signed.
- Perform some secretarial duties in the absence of the Director's secretary
- Assist in resolving missing persons requests using HIPAA guidelines and various databases
- Backup timekeeper for 35+ employees
- Assists Division staff with spreadsheets, letters, memos and other documents as needed
- Maintain and organize administration files
- Other duties as needed

DESIRABLE QUALIFICATIONS

- Experience with the IS system
- Able to function well independently and as a team
- Strong knowledge of Microsoft Office software programs: Word, Excel and Outlook
- Strong interpersonal skills
- Strong organizational skills
- Type 35+ wpm

AN EQUAL OPPORTUNITY EMPLOYER

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Interested individuals holding the title of Intermediate Clerk should submit a resume, last two performance evaluations and Master Timecard via fax or email by 5:00pm on February 15, 2012 to:

**Valerie Johnson
550 South Vermont Avenue, 6th floor
Los Angeles, CA 90020
Telephone: (213) 738-3714
Fax: (213) 365-2481
vjohnson@dmh.lacounty.gov**

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